

**FOR PROFIT APPLICATION**  
**DOCUMENT LIST**  
**LLC/LLP**

**Instructions:**

1. Please provide the following documentation in support of your certification application;
2. Indicate "N/A" where appropriate; and
3. Enclose a copy of this completed form with your application.

The SDO Certification Committee reserves the right to request additional information as required on a case-by-case basis.

**REQUIRED DOCUMENTS**

**A. All Applicants**

1. \_\_\_\_\_ Current resumes of all principals and key employees showing education, training and prior employment with dates. Please include your current position with the applicant company, describing your role and responsibilities.
2. \_\_\_\_\_ Last fiscal year balance sheet (showing assets and liabilities). If the business is less than one year old, please submit opening balance sheet for those months in business.
3. \_\_\_\_\_ Last fiscal year income statement. If the business is less than one year old, please submit opening income statement for those months in business.
4. \_\_\_\_\_ Copy of bank signature card or bank corporate resolution showing signatories for all business accounts.
5. \_\_\_\_\_ Copies of five recent canceled checks (front and back) written for business purposes.
6. \_\_\_\_\_ **Original** signed Request for Verification of Taxation Reporting Information (W-9) Form. Please **do not date** this form.
7. \_\_\_\_\_ **Original** signed Commonwealth Terms and Conditions Form. Please **do not date** this form.
8. \_\_\_\_\_ Three copies of contracts, invoices, **or** marketing materials prepared for the business that show the scope of service(s) performed and dollar amounts.
9. \_\_\_\_\_ Written narrative describing business space. Please describe your business space. Include an address and phone number, as well as a description of the industry specific tools or equipment used in the daily operations of the business (phone, fax, computer, etc.).

**B. Minority Business Enterprise Only**

10. \_\_\_\_\_ Document showing ethnicity, i.e., copy of birth certificate or similar proof. If Native American (American Indian), please provide a copy of your tribal registration card/certificate.

**C. Women Business Enterprise Only**

11. \_\_\_\_\_ Document showing gender, i.e., copy of birth certificate or similar proof.

**OWNERSHIP DOCUMENTATION (varies, depending upon business structure)**

**I. Limited Liability Partnership or Company**

29. \_\_\_\_\_ Partnership – Limited Liability Partnership Certificate of Organization and Operating Agreement.
30. \_\_\_\_\_ Company - Limited Liability Company Certificate of Organization and Operating Agreement.
31. \_\_\_\_\_ Most recent year **signed complete** business federal tax return including all schedules **or** the **signed** extension (if applicable).

Massachusetts Annual Report - most recent year.

**ADDITIONAL DOCUMENTS (Include these only if they apply. If not, please indicate "N/A")**

15. \_\_\_\_\_ If not a citizen, please provide proof of permanent resident status.
16. \_\_\_\_\_ Loan agreement(s) or any instrument(s) encumbering the company's assets.
17. \_\_\_\_\_ Lease or rental agreement(s) for equipment.
18. \_\_\_\_\_ Title(s) or registrations for vehicles.

- 19. \_\_\_\_\_ Professional licenses used in the conduct of business, if any.
- 21. \_\_\_\_\_ Indemnity agreement for bond.
- 22. \_\_\_\_\_ An original letter from your bonding agent, addressed to SDO, confirming the type of bonding, the single and aggregate limits if your company is in construction, and the name of the surety company. The surety company must be licensed to issue bonding in the Commonwealth of Massachusetts by the Division of Insurance and must be on the most recent list of approved sureties issued by the US Department of Treasury.
- 23. \_\_\_\_\_ Buy-out or purchase and sale agreement for business.
- 24. \_\_\_\_\_ Profit sharing agreement.
- 25. \_\_\_\_\_ Copies of third party agreements, such as management service agreements, etc.
- 26. \_\_\_\_\_ Letter(s) showing certification, decertification or denial of certification from any other agency, including the Small Business Administration's 8A program. Please include as many letters of certification as have been issued to the company. **If company is located outside Massachusetts, please include a copy of your company's most recent on-site visit report and certification letter that was prepared by your home state certifying agency.**